

ITEMS FOR MILESTONE LIST

1. A major project or work effort
 - an action item assigned by DCI or D/DCI/IC
 - follow-on actions resulting from USIB, ExCom or other policy group meetings for which there is a commitment to respond
 - substantive in nature
 - geared to decision points or time commitments
 - product oriented
2. Should not include
 - near term meetings (within one week) - these are covered on calendar board
 - steady state work (non deadline oriented)
 - administrative or housekeeping matters
 - briefings or meetings which are informational in nature